

General Information

Application Procedures: Application may be made by mail or in person by completing the attached form. The Division of University Extension, Room 101, 119 St. George Street is open from 9.00 am to 9.00 pm Monday through Thursday and from 9.00 am to 5.00 pm on Fridays to receive applications.

As enrolment in the classes is limited, early application is advised to ensure a place.

Course Location: Classes will meet in the Faculty of Library Science, University of Toronto, 140 St. George Street, Toronto.

Library Use: Participants in these continuing education courses will be given access to the materials in the Faculty of Library Science Library. The Library, however, has a policy of not supplying texts. Two or three copies may be available for reading room consultation only.

Admission to Classrooms: The official University receipt, which the student receives upon registration, must be presented for admittance to classrooms.

Refunds: Requests for refunds must be made before the second class of the course, or in the case of the institutes, before May 17, 1973. Such requests must be presented either in person or in writing to the Division of University Extension, Room 311, 119 St. George Street, accompanied by the official University receipt. An administrative fee of \$10.00 is charged for all such refunds. A student is considered to be a member of a class until he has officially withdrawn and his withdrawal has been accepted. Non-attendance at classes, by itself, does not constitute official withdrawal.

Withdrawal of Courses: The Division of University Extension reserves the right to withdraw any course listed in this programme. Where a course is withdrawn, the full tuition fee is refunded to registrants.

Accommodation: Meals and accommodation are not included in the course fee. Out-of-town applicants will be sent a list of several hotels within easy reach of the University to assist them to make arrangements personally for accommodation.

Telephone: For further information, telephone 928-2400.

University of Toronto
Division of University Extension
Courses in continuing
education, offered in
co-operation with the
Faculty of Library Science

Spring 1973



CONTINUING EDUCATION IN LIBRARY SCIENCE — SPRING 1973

Computer-based Data Processing in Libraries

This course will be an introduction to the computer and computer programming: merging the workflow of people and machines to perform library tasks. There will be an analysis of general principles for applying computer processing in acquisitions, cataloguing, serials control, circulation, and for utilizing machine-readable data bases. Students interested in running a computer programme will have access to the University of Toronto Computer Centre.

Instructor: W.J. Kume, Associate Professor, Faculty of Library Science. Programming and information systems consultant to the IBM Corporation, the Chicago Computer Center Ltd., and to the National Research Council of Canada.

Texts: Artandi, Susan. *An Introduction to Computers in Information Science*. 2nd ed. Metuchen, N.J.: Scarecrow Press, 1972.
Cox, Nigel, S.M., J.D. Dews and J.L. Dolby. *The Computer and the Library*. Hamden, Conn.: Archon Books, 1967.

Mott, Thomas H. Jr., S. Artandi and L. Struminger. *Introduction to PL/I Programming for Library and Information Science*. New York: Academic Press, 1972.

Time: Wednesdays 7.30–9.30 pm
February 21 to April 25, 1973

Fee: \$50.00 10 sessions

Discovery: The Psychology of Communication in Administration

This institute will attempt to discover for its members the nature of communication in an organization. The institute will initiate such discovery in three stages: discovery of the self; discovery of the group; and discovery of the organization. It is the premise of the presentation that we cannot understand the psychology of group dynamics, much less of organizational behaviour, unless we first know something about the psychology of the individual, and in this sense the institute will have universal application to organizational development. The examples used, however, will relate specifically to libraries and librarians.

The institute will occupy parts of three consecutive days. On the Thursday evening a presentation with film will initiate discussion on the Maslovian theory of individual motivation, with references to Herzberg and to research into the personality of the librarian.

On Friday presentations with experiments and films will discover the elements of group dynamics. On Saturday presentations and experiments will concentrate upon the implications of communication research for organizational development, with particular reference to library structure.

Instructor: J.P. Wilkinson, Professor, Faculty of Library Science. Particular concentration in academic librarianship and library management. Former Director of Libraries, Dalhousie University and previous editor of the *IPLQ Quarterly*.

Schedule: 2½ days (full time) May 24, 25, 26, 1973
May 24 — 7.00 pm–10.00 pm
May 25 — 9.30 am–10.00 pm
May 26 — 9.00 am– 4.30 pm

Fee: \$85.00 (includes a package of readings for the course)

Audio-visual Materials and the Library

The focus of this institute will be on the selection, evaluation and utilization of audio-visual media of communication from the point of view of their usefulness in library collections. Participants will view and discuss 16 mm films, and in laboratory situations view and evaluate collections of filmstrips, tapes, cassettes, and media kits. Microforms and equipment will be discussed, and participants will have an opportunity to use equipment owned by the Faculty of Library Science.

Instructor: I.K. McLean, Associate Professor, Faculty of Library Science. Wide professional experience in public library field; formerly Chief Librarian, Sudbury Public Library, and Regional Director, North Central Regional Library System.

Schedule: 3 days (full time)
May 24, 25, 26, 1973
9.00 am–4.00 pm (plus viewing of films in the evening)

Fee: \$85.00 (includes a package of readings for the course)

Application Form
Continuing Education
in Library Science

University of Toronto
Division of University Extension
119 St. George Street
Toronto 181, Ontario
(416) 926-2400

OFFICE USE
Receipt No.

Course Mr., Mrs., Miss Name	Surname		First Name	
	Address		City	Zone
Telephone		Number and Street	Apt. No.	Business
Company Name		Home		
Present Position		Company Address		
\$	Cash	Personal Cheque		
Fee		Company Cheque		
Date	Signature			